

UCR Class Wait List

Please check this site throughout Spring 2004 for updated information. Send new discoveries, concerns, questions to elizabeth.bennett@ucr.edu.

As of February 10, 2004, it is not recommended to set the wait list for cross-listed courses. This function is still being tested.

The wait list is a function in SIS designed to help staff, faculty, and students reduce time spent on add requests and managing enrollments during the first two weeks of the quarter.

The wait list is a standard feature that was delivered by the vendor with the rest of the SIS product in 1992 . Due to limitations in its original design, UCR has never chosen to turn it on. Recently the University has expanded and corrected the functionality of the wait list and will be implementing its use in Spring 2004.

The wait list is a regular SIS feature that works with existing scheduling and enrollment controls, not in place of them. Staff will not have to relearn or unlearn the SIS features they already know.

Wait list information is broken down into the following areas:

- Classroom scheduling with the wait list
- Wait list processing
- New things to know whether or not you use wait lists
- “General” student interaction with the wait list
- Slightly more complicated student enrollment scenarios
- Frequently asked questions
- Various wait list “things,” including samples of e-mail notifications

Classroom scheduling with the wait list

Setting up a waitlist

Wait list information will roll from the previous comparable quarter with all other scheduling information. Thus, when setting up a wait list for 05S, information will have been rolled over from 04S.

As the wait list is being activated for the first time in 04S, there will be no comparable data to roll forward for the first three quarters it is in production. Departments wishing to use the wait list in 04S, 04F, and 05W will need to enter all wait list information manually for those quarters. Those departments choosing to implement wait lists for the first time after 05W will need to follow a similar process for the first three quarters they use wait lists.

Turning the wait list on

The default setting for a wait list is “N—Do not keep a wait list”.

To turn it on, locate field RC045 on the lower right hand corner of screen 129: “Wait List”.

Enter a “Y” in this field.

Set the size of the wait list

Locate field RC187 on the bottom middle of screen 129: “Wait List Max”. Enter the size of the wait list.

Determining an appropriate length for your wait list.

The first year of your wait list use will require you to determine an appropriate starting length for your wait list. A report of **unduplicated** unsuccessful add attempts for Spring 03 courses is included with the first release of this document. The accuracy of these records is not expected to be high in the first year or two of wait list use. This is due to add attempts being controlled in various other manners in past years. For example, some students do not attempt actual enrollment using PAWS once they have seen in the *Schedule of Classes* that seats are not available. Many departments control add activity using permit codes, which are not reflected in the report. Other departments have lowered enrollment maximums to control enrollment. Still others have never matched overall discussion enrollment limits to lecture enrollment. It is expected that the reports will have increasing accuracy as departments move toward wait list use and away from other enrollment management techniques.

Please use the reports as a starting point only. Your own and your faculty's good judgment and experience are the best tools to use at this point. It is suggested you start with conservative wait list lengths and adjust them upward as appropriate. **Do not use screen 127** to determine unmet demand. It does not now and has never contained a record of unduplicated demand. This screen will either be modified or a new screen created to accurately display unduplicated demand in the future. Reports of unduplicated attempts in future quarters will be available on e-Print, title TBA.

Looking at your wait list

You can see the students on your wait list, as well as indication if they were added by permit code on screen 108. As of Spring 2004, this screen is view only.

Putting the wait list on hold

Please note that **holding** the wait list will hold wait list processing until you either turn it back on by entering "Y" or close it by entering "C". Students attempting to add themselves to the wait list will receive a message on GROWL indicating simply that the course is full.

Locate field RC045 on the lower right hand corner of screen 129: "Wait List".

Enter an "H" in this field.

Closing the wait list

Locate field RC045 on the lower right hand corner of screen 129: "Wait List".

Enter a "C" in this field.

Please note that **closing** the wait list will drop all the names off screen 108 that evening. All students on the wait list will receive a web mail advising them the wait list for this section has been closed and to look for another section if appropriate.

Wait list processing

The batch process

Wait list processing is handled by batch, in the evening after normal SIS operations are shut down. When the batch is run, the system will look for any open seats in a section and add students to the course automatically. Students who are added to a course will receive a web mail indicating they have been added to the course and providing them with their updated course list.

If seats become available in a section during the day, due to other students following the usual drop process in PAWS, those seats will be held for students on the wait list until the nightly batch is run. Unless and until the entire wait list is accommodated, other students attempting to add the class in PAWS will receive a message saying the class wait list is full.

Administrative hold of the wait list

Wait list processing will be held campuswide at certain times in the quarter. At a minimum, it will be turned off for two days after the deadline to pay fees. During this time, administrative and academic offices will have an opportunity to add students to courses for the usual reasons such as “dropped in error.” During the times wait list processing is turned off, departments should following normal procedures for adding students to classes, i.e., do not add your own student to other people’s classes without first clearing it with them; do not add students who are not your own to your own classes without first clearing it with that student’s advisor.

Closing the wait lists and notification to students

You may close your wait list at any time up until the end of second week and students will be notified via web mail of the closure. At the end of second week, all existing wait lists will be closed for the quarter and all waitlisted students notify of the closures by web mail.

See also [Closing the wait list](#).

Enrollment after the wait lists are closed

After the end of second week, students will complete enrollment changes using the existing paper process.

New things to know whether or not you use wait lists

New Hold status for courses.

It is no longer necessary to artificially lower course maximums if you are wish to restrict new enrollment in a course or are having some type of course “crisis.” You may use the new hold option in the course status field instead.

To hold a course

This feature is available to you **whether or not you have a wait list** for a particular course. To hold a course, locate field RC090 at the top middle of screen 129: “Status”.

Enter an “H” in this field.

Students attempting to add a held course on PAWS will get a message indicating the course is full whether it is full or not, whether it has a wait list or not, and regardless of the value entered in the wait list field. As far as the student can see, a held course is a full course.

Removing a hold from a course

Locate field RC090 at the top middle of screen 129: “Status”.

Enter an “O—Open” or “C—Closed” in this field as appropriate.

Revised permit codes

Permit codes have changed significantly with the introduction of the wait list. Use of the “P” code, which is common now, will drop dramatically. Additionally, most permit codes will require the student, not the advisor, to choose a section and complete enrollment using PAWS. This will not only lessen work for advisors but will provide permitted students much more flexibility in choosing sections. Please familiarize yourself with all enrollment codes before using making any enrollment adjustments in Spring 2004 and beyond.

Permit code descriptions and use

- A Administrative Add the student to the course section—Administrative function, bypasses all restrictions. For Registrar’s use only.
- D Drop the course section/permit/authorization. Enter a Drop Reason if you want to retain the Drop on the student’s record.
- P Give the student a Permit to request a course, bypassing all controls except course closed and time conflict; allow a student to waitlist (only allowed for courses with waitlist turned on; waitlist limit checking will be done at the time the student tries to add himself to the waitlist). Follow up with an “R” entry if you want to enroll a student in a course immediately. Otherwise, the student will choose a section and enroll himself using PAWS.
- R Request the course section; all limits, restrictions and conflicts will be respected. Used by anyone authorized to use the 1C4 screen. The “R” code works the same as it always has. It is strongly suggested that an “R” be entered before any of the permit codes to ensure no problems are overlooked (oops, student hasn’t met the prerequisite; oops, there is a time conflict; etc.). For example:
“R”, then “P”
“R”, then “T”
- T Give the student a Permit to request a course and bypass all controls except time conflicts. All other registration restrictions are enforced. Follow up with an “R” entry if you want to enroll a student in a course immediately. Otherwise, the student will choose a section and enroll himself using PAWS.
- U Give the student a Permit to request a section, bypassing all controls except course closed; allow a student to waitlist (only allowed for courses with waitlist turned on; waitlist limit checking will be done at the time the student tries to add himself to the waitlist). Follow up with an “R” entry if you want to enroll a student in a course immediately. Otherwise, the student will choose a section and enroll himself using PAWS.
- V Give student a Permit to request the section; bypassing all controls. Follow up with an “R” entry if you want to enroll a student in a course immediately. Otherwise, the student will choose a section and enroll himself using PAWS.

The “V” is a powerful code. Use it sparingly. **Always** precede the “V” with an “R” to ensure you haven’t missed any problems. This is the same instruction given for the “P” code prior to Spring 2004.
- W Place the student on the Wait List for the section. Functions similarly to the “R” code. Why would you want to use a “W” when “R” will do the same thing? We haven’t yet found a reason. If you like “R,” keep right on using it.

- X Display Open Section List. **Fabulous, little known function!** This function toggles you to screen 105 to find open sections. Use it for those rare occasions when you are helping a student with his enrollment traumas—to the point of completing his enrollment rather than sending him away to use PAWS.

Hit enter/return to page through all open sections and return to screen 1C4.

- A) If the course type is LEC, the system will display other open sections where type=LEC and there are no time conflicts.
- B) If the course type is not LEC, the system will display only open sections of the same course type and activity group where there are no time conflicts.

New PAWS enrollment layout

The PAWS layout for enrollment has been revised to function similarly to the layout used by staff on screen 1C4. Students will select an action code (add, drop, wait list, etc.) along with the appropriate call numbers and submit all of their requests at one time. They will then be presented with a screen that shows the resulting action (enrolled, dropped, waitlisted) along with a clear message for any courses that are problematic (course full, prerequisite not met, corequisite required, etc.) all in one screen. Please take the time to either review the revised PAWS tour or PAWS itself using a student ID. Be sure to return the student's enrollment status when you are done. You may also contact the Registrar's Office to borrow a volunteer student.

General student Interaction with the Wait List

Student requesting a spot on a wait list

If a course is full and a wait list is available, the student will receive a message to this effect when attempting to add the course on PAWS. To add himself to the waitlist, the student must select the “waitlist” option in the “action” column to the left of the call number and then press the “submit” button.

<input type="button" value="Add"/>	1783	PSYC-152 - ABNORMAL 001 PSYCHOLOGY	4.00	See Message
		PSYC-152 -001 You must also enroll in the DIS GrpA section for this course.		
<input type="button" value="Waitlist"/>	1784	PSYC-152 - DISCUSSION 026		See Message
		PSYC-152 -026 This course is full. Add yourself to the wait list or select another section.		

If he submits a wait list action, the following will be confirmed by SIS before he is placed on the wait list:

Student has met the prerequisite

Student has met the corequisite

Student has no time conflicts

Student will not exceed the unit maximum for the quarter

If all of the above conditions are met, the student will be wait listed for the course (or courses) and will see a message similar to the following:

<input type="button" value="-- Action --"/>	17834	PSYC-152 - ABNORMAL 001 PSYCHOLOGY	4.00	Waitlisted
<input type="button" value="-- Action --"/>	17842	PSYC-152 - DISCUSSION 026	NG	Waitlisted

If the student has not met the corequisite, he will be asked to enter a call number for the appropriate corequisite (lecture/lab; lecture/discussion; etc.) in another action line.

Student removing himself from a wait list

A student who wishes to remove himself from a wait list must select that action in PAWS and press the “submit” button, similar to the action he would take to drop himself from a course.

Maximum enrolled units

Waitlisted units are counted as enrolled units for the purposes of meeting the maximum hours on screen 111. Once a student reaches his maximum with any combination of enrolled and waitlisted units, he will not be able to add any additional units until he either drops a class or removes himself from a wait list.

Slightly more complicated enrollment scenarios

Two students waitlisted for the same lecture but two different discussions—Important Concept!

There is no guarantee of a seat in the lecture. A student who waitlists a discussion at a less popular time may have a better chance of obtaining a seat in the lecture, regardless of his exact placement on the wait list for either the lecture or the discussion.

Consider the following example:

First Student

#4 on wait list for MATH 009A 001

#1 on wait list for MATH 009A 022 (this discussion is at a “good” time, like T 9-10 a.m.)

Second Student

#3 on wait list for MATH 009A 001

#6 on wait list for MATH 009A 032 (this discussion is at a “bad” time, like F 4-5 p.m.)

If section 32 has six seats open up before section 24 has any seats open up, the second student will move into the lecture and discussion section 032 before the first student. **If section 022 never has any seats open up, the first student will never move into the lecture.**

A student tries to add a class when the lecture is open but his desired discussion is not

If a student is in the process of adding a lecture that is full and tries to add a discussion/lab that is full but has a wait list, the student will be waitlisted in both sections.

If a seat in the discussion opens up while there are still seats available in the lecture, the student will be added to both. There is no guarantee of a seat in the lecture.

<input type="button" value="-- Action --"/>	17834	PSYC-152 - 001	ABNORMAL PSYCHOLOGY	4.00	Waitlisted
<input type="button" value="-- Action --"/>	17842	PSYC-152 - 026	DISCUSSION	NG	Waitlisted

A student enrolled in both a lecture and discussion wants to try to get into a discussion section that is waitlisted

A student who has successfully enrolled in a lecture and discussion has the option of getting on the wait list for **one** other discussion. If the other discussion opens up, he will be automatically moved from the first discussion to the second, just as if an advisor were changing his section on screen SEC. The student will receive a web mail notifying him of the change. See below for the PAWS sequence.

Student has already enrolled:

<input type="text" value="-- Action --"/>	17834	PSYC-152 -001	ABNORMAL PSYCHOLOGY	4.00	Enrolled
<input type="text" value="-- Action --"/>	17842	PSYC-152 -026	DISCUSSION	NG	Enrolled

Student tries to add the section he *really* wants:

<input type="text" value="Add"/>	<input type="text" value="17841"/>	PSYC-152 -025	DISCUSSION		See Message
PSYC-152 -025 This course is full. Add yourself to the wait list or select another section.					

The result

<input type="text" value="-- Action --"/>	17834	PSYC-152 -001	ABNORMAL PSYCHOLOGY	4.00	Enrolled
<input type="text" value="-- Action --"/>	17841	PSYC-152 -025	DISCUSSION	NG	Waitlisted
<input type="text" value="-- Action --"/>	17842	PSYC-152 -026	DISCUSSION	NG	Enrolled

Frequently asked questions

Is wait listing mandatory?

No.

What if I have two sections taught by different faculty and only one wants to use the wait list?

Wait list is available by section, not just by class.

Do I have to wait until the end of second week to close my wait list?

You can open, hold, or close a wait list at any time. Closing a wait list **will** clear the student information on screen 108.

We approve a few adds during third week. Will I lose my list of names when the wait list is closed, either by me or at the end of second week?

When a wait list is closed, data on screen 108 be cleared but a list of that information will be available on e-Print as an as yet unnamed report. If you do not have access to e-Print, please contact Beth Rogers or Angel Gonzalez in the Office of the Registrar.

Can I hold my class status and my wait list at the same time?

Yes. Students attempting to add your class in this instance will get a message that the class is closed. Students will not be able to add themselves to the wait list until you return the class status to "O" and the wait list status to "Y".

Can a student see his place on the wait list?

No. There are a number of scenarios under which a student might not move off the wait list, even though spots open up through administrative actions. For this reason, students only know that they are on the wait list. Students are advised that a spot on the wait list is not a guarantee of eventual enrollment.

Can I see a student's place on the wait list?

Yes, by accessing screen 108 for the desired section.

Should I tell a student his place on the wait list?

Not unless you can promise a 100% guarantee of a spot in the class. As little in this life is guaranteed, it is suggested that at most, you tell a student his approximate place on the wait list (near the top, in the middle, at the bottom). If it is not your course in question or you have no idea of the rate at which another course tends to open up, you may not even wish to tell him that much.

I need to get a student into a closed or held course NOW. What do I do?

You may use either a “V” or a “T” code on screen 1C4.

The “T” code will override all enrollment restrictions, excluding time conflicts. Follow up with an “R” code.

The “V” code will override all enrollment restrictions, including time conflicts. Follow up with an “R” code.

I need to get a student into a course NOW but the wait list is full or on hold. What do I do?

Use a “T” or a “V” code, just as you would for a course that was closed or on hold.

Various Wait List “things,” including e-mail samples

Students will be able to see their waitlisted courses when requesting a course confirmation on GROWL, although waitlisted units will be distinguished from enrolled units.

Waitlisted units will count as enrolled units for the purpose of releasing eligible financial aid to pay fees **only** on the day of the fee deadline. Financial aid in excess of fees will not be disbursed to students unless/until they are regularly enrolled in six units (twelve units for student athletes).

Samples of enrollment confirmation e-mails

- Student moved into a class for which he was waitlisted
- Student moved into his preferred section; student was already enrolled in both a lecture and a discussion
- Student notified that a department has turned off an individual wait list
- Student notified that all wait list activity has ceased

Student moved into a class for which he was waitlisted

Dear Student:

You have been enrolled into ENGL 001A 045 as a result of your waitlist request.

If for some reason you no longer wish to be enrolled in this course, you must drop it using PAWS.

Your current schedule for the Spring 2004 term is as follows:

MATH 009A 001 Enrolled

MATH 009A 027 Enrolled

ENGL 001A 045 Enrolled

HIST 020A 003 Enrolled

HIST 020A 013 Enrolled

Total enrolled units: 13.0

Please send any questions about this change to reghelpdesk@pop.ucr.edu. Do not respond directly to this message.

Office of the Registrar

Student moved into his preferred section; student was already enrolled in both a lecture and a discussion

Dear Joseph:

You have been enrolled into MATH 001 034 and dropped from MATH 001 027 as a result of your waitlist request.

If for some reason you no longer wish to be enrolled in this course, you must drop it using PAWS.

Your current schedule for the Spring 2004 term is as follows:

MATH 009A 001 Enrolled

MATH 009A 034 Enrolled

ECON 002 001 Waitlisted

ECON 002 033 Waitlisted

HIST 020A 003 Enrolled

HIST 020A 013 Enrolled

Total enrolled units: 9.0

Total waitlisted units: 4.0

Please send any questions about this change to reghelpdesk@pop.ucr.edu. Do not respond directly to this message.

Office of the Registrar

Student notified that a department has turned off an individual wait list

Dear Student,

You placed yourself on the wait list for class XXX. The wait list for this class is now closed. Please consult the online Schedule of Classes at <http://www.students.ucr.edu/schedule/current/> to find another section or class as appropriate.

The Office of the Registrar

Student notified that all wait list activity has ceased

Dear Student,

You had placed yourself on the wait list for class XXX. Please note that all wait list activity for the Spring 2004 term has been closed.

If you have not already done so, please consult your academic advisor for any guidance you may need in choosing an alternate course.

The Office of the Registrar